

Transportations and Concierge Coordinator

Job Purpose:

The Transport & Concierge Coordinator is responsible for working closely with the Operations and Concierge Department to ensure excellent seamless service for our Clients. The job holder will also be responsible for creating reports, updating and maintaining the database in the system on a regular basis. Interdepartmental co-ordination with Operations and Concierge department for client servicing.

Key Responsibilities:

- Coordinating with Concierge departments on the service provided to the client.
- Contacting client to book the appointment for the concierge service.
- Contact point between Operation and client to execute the service provided.
- Booking the appointments with Transport team to deliver the service.
- Reviewing application documents on ERP system.
- Answering client questions regarding the concierge service provided.
- Closing ERP task and inform the concern department for the same.

Miscellaneous duties:

- Prepare daily, weekly and ad-hoc reports for the line manager.
- Ensure maintenance of complete records and documents.
- Adhere to the Company Policies at all times.
- Perform other tasks as assigned.